



United States Department of the Interior

SENIOR EXECUTIVE SERVICE CANDIDATE DEVELOPMENT PROGRAM #14

The Department of the Interior is looking for dynamic self-starters with proven management and communication skills to become its next generation of leaders. The Department's Senior Executive Service (SES) Candidate Development Program (CDP) is designed to provide a series of developmental experiences for high-caliber individuals with demonstrated potential to assume SES positions. These experiences will include formal courses and seminars, developmental work assignments, and individual mentoring from current SES members. Participation in the SESCO is on a part-time basis over a period of 18 months. Approximately 24 participants may be selected from this announcement.

Area of Consideration

All Federal Civil Service employees in the Competitive or Excepted Service at the GS-14/15 or equivalent grade levels.

Announcement Opening and Closing Dates: October 30, 2003 – December 15, 2003

- **The original and four (4) copies** of the complete application package must be received in the Interior personnel office identified below by the closing date of this announcement. Incomplete applications will not receive further consideration.

Key Program Features:

- An 18-month, part-time program
- Individual needs assessment to assist with developing an executive development plan
- Orientation
- Formal mentoring program with assigned mentors
- Core Departmental training
- Individually tailored developmental assignments totaling a minimum of 120 days, including at least one 60-day assignment outside the participant's organization
- Additional interagency executive learning (80 hours)
- Team projects addressing Department-wide and government-wide initiatives
- Periodic progress reports
- Graduation and presentation of an Office of Personnel Management certification of executive qualifications

Selection Criteria

Applicants should possess a level of competencies sufficient to lead, direct, and evaluate programs and activities related to accomplishing the Department's missions of **Resource Protection, Resource Use, Recreation, and Serving Communities**. These programs and activities cover scientific, legal, administrative-management, and engineering areas. Also, applicants must possess the skills and ability to communicate and work well with others both within and outside the Department. Typically, work experiences at the GS-14/15 levels or equivalent provide the required level of knowledge and experience.

Applicants will be evaluated primarily on their demonstrated potential to master the Five Executive Core Qualifications (ECQs), which are the criteria used by the U.S. Office of Personnel Management to certify candidates for the Senior Executive Service. *(Detailed information on each of the Five ECQs and the competencies can be found at <http://www.opm.gov/ses/ecq.html>. Applicants without access to the Internet may contact the Human Resources Office listed at the end of this announcement to obtain a printed copy of this information.)*

The Five ECQs and their associated competencies are:

ECQ #1 – Leading Change – Competencies include: Continual Learning, Creativity and Innovation, External Awareness, Flexibility, Resilience, Service Motivation, Strategic Thinking and Vision.

ECQ #2 – Leading People – Competencies include: Conflict Management, Cultural Awareness, Integrity/Honesty, and Team Building.

ECQ #3 – Results Driven – Competencies include: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, and Technical Credibility.

ECQ #4 – Business Acumen – Competencies include: Financial Management, Human Resource Management, and Technology Management.

ECQ #5 – Building Coalitions/Communication - Competencies include: Influencing/Negotiating, Interpersonal Skills, Oral Communication, Partnering, Political Savvy, and Written Communication.

Application Evaluation and Candidate Selection

Applicants must provide the following information (**original and four (4) copies**):

- OF-612 (Optional Application for Federal Employment) or a resume containing the following information: announcement number; your full name; address; day and evening telephone numbers; social security number; country of citizenship; education; work experience; highest Federal civilian grade held; other relevant work-related information.
- A narrative statement describing specific, concrete examples of your training, career experiences, and other accomplishments that demonstrate your potential to excel in the competencies comprising the ECQs. Your narrative statement addressing qualifications and/or potential in each of the Five ECQs must be in at least 11-point font and must not exceed five (5) pages in its entirety.

- Two supervisory endorsements (from current first and second level supervisors) (Attachment A);
- Copy of your most recent performance appraisal;
- Copy of your most recent SF-50, “Notification of Personnel Action”;
- Signed geographic Mobility Agreement (Attachment B);
- An optional applicant background survey Form DI-1935 (http://www.doi.gov/training/di_1935.pdf). After viewing Form DI-1935, click your BACK button to return to this document.

Preliminary qualifications screening, rating, and ranking of candidates will be accomplished by evaluation panels comprised of current SES members or equivalent officials. Rating categories will include highly qualified, qualified, and not qualified. The evaluation and selection process will include the following:

1. Screening of applications for basic eligibility;
2. Evaluation of the eligible applicants’ qualifications by a panel of individuals familiar with the target positions to determine the highly qualified applicants;
3. An additional assessment of highly-qualified applicants using a formal, structured assessment process; and
4. Final selection of SESCDP participants by the Department’s Executive Resources Board (ERB) based on review of the applications, results of the rating process, and results of the formal assessment process.

Status of SESCDP Participants

Participants selected for the Department of the Interior’s SESCDP who are serving in career or career-type positions will remain as an employee of their current agency, and will retain the grade, series, pay, and status of their current positions, including eligibility for step increases and career promotions. Participants may also apply and be selected for SES or non-SES positions while in the Program.

Participants selected for the Department of the Interior’s SESCDP who are serving in other than career or career-type appointments will receive an excepted appointment under the Schedule B authority for the duration of the program, which may be extended not to exceed a total of three (3) years. These excepted appointments will be made at the GS-14 or GS-15 level, depending on the qualifications of the selectees.

The Department of the Interior will fund orientation, core training, and graduation. Expenses for developmental assignments, inter-agency and any additional training, and travel will be funded by the participant’s sponsoring agency or organization.

Mobility Requirement

During their tenure in the SESCDP, participants are expected to accept temporary developmental assignments that may involve organizational, functional and/or geographic mobility. Travel and per diem expenses are to be funded by the participant's sponsoring organization.

How to Apply

Submit a completed application package (**original and four (4) copies**) to:

Human Resources Office, National Business Center U.S. Department of the Interior, Mail Stop 1423 MIB 1849 C Street, N.W. Washington, D.C. 20240
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Applications sent by facsimile or by electronic mail will not be accepted.

You may contact Ellen Bliss, NBC Human Resources Office, at (202) 208-6402 for additional information about how to apply for the SESCDP #14.

Selection for the program will be based solely on merit, without regard to race, color, religion, sex, national origin, age, physical disability, political affiliation, marital status, or membership in an employee organization.

The Department of the Interior provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application, evaluation, and/or hiring process, please notify us at the phone number shown above. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Privacy Act Requirements (PL 93-579): The application forms prescribed are used to determine qualifications for promotion, reassignment, or employment and are authorized under Title 5 U.S.C., Sections 3302 and 3361.

SUPERVISOR'S ENDORSEMENT
(First and Second Levels)
U.S. DEPARTMENT OF THE INTERIOR
SENIOR EXECUTIVE SERVICE CANDIDATE DEVELOPMENT PROGRAM #14
2003-2005

Applicant's Name: _____

INSTRUCTIONS

Applicant: Reproduce this form and provide a copy to both your first and second level supervisors for their endorsement. Include the original completed, signed, and dated endorsements in your application package.

Supervisors: The following criteria reflect the Five Executive Core Qualifications (ECQs) the Office of Personnel Management requires for appointment to the SES. Please rate the applicant for each criteria based on his/her demonstrated potential to excel in this area of competence. A rating of 1 indicates the applicant is weak in a particular criterion, a rating of 3 indicates satisfactory performance, and a rating of 5 indicates outstanding performance. You should rate the candidate based on your firsthand knowledge and observations of demonstrated behavior.

1 * * * * *	2 * * * * *	3 * * * * *	4 * * * * *	5
Weak		Satisfactory		Outstanding

You may also include a brief comment in the space provided regarding your assessment of the applicant's demonstrated potential for excellence in each of the Five ECQs.

After completing your assessment, please sign and date the endorsement and return the original to the applicant for inclusion in the application package.

1. Leading Change

_____ The ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.

Comments:

Applicant's Name: _____

2. Leading People

_____ The ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.

Comments:

3. Results Driven

_____ Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

Comments:

4. Business Acumen

_____ The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision

Comments:

Applicant's Name: _____

5. Building Coalitions/Communication

_____ The ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

Comments:

ENDORSEMENT

I endorse this applicant to participate in the Department of the Interior's Senior Executive Service Candidate Development Program #14 (SESCDP #14). I understand the SESCO DP #14 will require 18 months to complete, and that if selected to participate, the applicant will be required to be away from his or her position of record for at least nine (9) months for formal training and developmental assignments during this time. I also understand that the Department of the Interior will fund the orientation, core training, and graduation for SESCO DP #14, and that this organization is responsible for funding expenses related to developmental assignments, inter-agency and any additional training, and travel. I also understand that if selected to participate in the Program, the applicant will remain in his or her current position with this organization.

Supervisor's Name and Title

Date of Endorsement

Supervisor's Signature

Organization: _____

Agency: _____

**U.S. DEPARTMENT OF THE INTERIOR
SENIOR EXECUTIVE SERVICE CANDIDATE DEVELOPMENT PROGRAM #14
2003-2005**

MOBILITY AGREEMENT

Applicant's Name: _____

As a condition of participation in the Department of the Interior's Senior Executive Service Candidate Development Program #14 (SESCDP #14), I agree to participate in developmental activities (e.g., training, developmental assignments, details, job shadowing, and other work assignments) that may require me to be functionally, organizationally, and geographically mobile. Participation in the SESCO #14 also may require me to accept assignments away from my current duty station. The SESCO #14 individual developmental work assignments will be a minimum of 120 days.

I also understand that upon successful completion of the SESCO #14 and certification by the U.S. Office of Personnel Management, I will be entered into a candidate pool that will be one of the sources for filling SES vacancies across the Federal Government. I understand that the success of this Program to some extent rests on the ability and willingness of its graduates to accept a career SES appointment at a geographic location different from their current duty stations.

I have read the above statement and agree to the conditions outlined.

Applicant's Signature

Date